

Appendix A

Sample LLNL Operation-Level Closeout Procedure

The procedure in this appendix may be used when a relatively small-scale operation is terminated, the Responsible Individual moves to another job, or responsibility for the building space is transferred to another individual or organization. The objectives of this procedure are to

1. Ensure that hazardous wastes and materials are properly disposed of or reused.
2. Minimize the generation of wastes.
3. Identify the individual who will assume responsibility for the remaining materials, equipment, or facility.
4. Update the ChemTrack database.

Complete the closeout procedure below. Use additional sheets if necessary. Give the completed form to the new Responsible Individual. Transfer any open DefTrack items to the new owner, but notify the facility manager of your plans.

Today's date _____

Name of person responsible for closeout _____

Facility directorate _____ Phone number _____

Close-out area: Building _____ Room _____ RMMA:¹ Yes ☐
No ☐

Lab/Shop/Operation Name _____

Estimated date of closeout _____

If known, provide the name of the new Responsible Individual _____

Closeout Procedure

1. On Form A,
 - List any hazardous, mixed, or radioactive materials or contaminated equipment involved in the operations of this area.

¹ Radioactive Materials Management Area

- List any plans for reuse, storage, or decontamination.
2. Contact the ES&H Team for assistance in evaluating the hazards to be controlled or eliminated before closeout.
 3. Arrange for the safe transfer or storage, or both, of items identified in step 1 that will be reused or excessed. Update the ChemTrack inventory with all chemical storage location and owner changes. Send bar codes from empty containers to the ChemTrack Operations Group to remove these items from the inventory.
 4. Make arrangements for items identified as waste in step 1 to be disposed of within the regulatory time limits and in accordance with LLNL waste labeling, packaging, and transportation procedures.
 5. On Form B,
 - List any deficiencies, permits, exemptions, variances, or waste-handling areas (e.g., WAAs, waste retention tank systems, recycling, and treatment units) that affect the area and require formal closure.
 - List any categorical wastewater discharge processes in place that are monitored by the Environmental Protection Department. Contact the ES&H Team environmental analyst for assistance, if necessary.
 6. Make arrangements for a final review and walk-through with the ES&H Team and the facility manager so they can verify that the closeout has been properly completed.

Closeout approval signatures:

Responsible Individual for closeout
(Certifies closeout was completed)

Date

New Responsible Individual
(Assumes responsibility for the area)

Date

Facility Manager

Date

ES&H Team Leader

Date

By signing this form, the facility manager verifies that the walk-through and closeout have been completed. The facility manager is responsible for

retaining the original copy of the completed forms and for providing copies to the ES&H Team leader, facility directorate assurance managers, the person responsible for the closeout, and the new Responsible Individual.

Form A

Name _____ **Phone No.** _____ **Date** _____

Area to be vacated _____

[illegible]

Form B

Name _____ **Phone No.** _____ **Date** _____

Area to be vacated _____

List open deficiencies, permits, exemptions, variances, categorical discharge processes, or waste-handling facilities requiring formal closure.

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